

APPENDIX C

RETIRABLE RECORDS

A. It is estimated that of the 92,000 cu. ft. of records in the Agency, 30%, or 27,600 cu. ft., could be released after the initial inventory and appraisal. This percentage appears to be conservative on the basis of:

1. Records inventories of the General Services Office and Office of Operations, Contact Division. The inventories showed that 68% of the records of General Services Office and 32% of those of Office of Operations, Contact Division could be released to a Records Center.
2. An estimate, in the Hoover Commission Report, that over 50% of all Government records accumulations could be released.
3. The release of as much as 74% in industry as experienced by the National Records Management Council.

27,600 cu. ft. of records is equivalent to 3,450 4-drawer filing cabinets valued at \$810,000.

B. It is estimated that a volume of records equivalent to 40% of the 20,000 cu. ft. annual records accretions, or 8,000 cu. ft. *, can be transferred to the Records Center each year after the effective date of a schedule for the systematic retirement of inactive records. 8,000 cu. ft. of records is equivalent to 1,000 4-drawer filing cabinets valued at \$235,000.

There is no available experience on which to base this estimate. However, it is reasonable to assume that a large percentage of records 3, 4, 5 or more years old will not be needed for frequent reference. At present, it is difficult to retire Agency records to a Records Center because current records are commonly interfiled with non-current records. Once procedures for the systematic cut-off and retirement of files are established, the current records will automatically be segregated from those that are non-current, which will overcome this difficulty.

- * The estimate of a volume of records equivalent to 40% of the annual accretions applies to non-current records, which may be as much as ten years old, and not to current records.

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